



**Bright from the Start Georgia Department of Early Care and Learning**  
**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

**Cover Sheet**

**Date:** 8/2/2022      **VisitType:** Licensing Study

**Arrival:** 11:15 AM      **Departure:** 2:55 PM

**CCLC-48078**

**Herrington Academy East**

3555 Lee Road Snellville, GA 30039 Gwinnett County  
 (770) 679-4316 Herringtonacademyeast@gmail.com

**Regional Consultant**

Dianne Clarke

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dianne.clarke@dec.al.gov

**Mailing Address**

1101 Herrington Road  
 Lawrenceville, GA 30044

**Quality Rated:**

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/02/2022	Licensing Study	Good Standing	
02/17/2022	Monitoring Visit	Good Standing	
09/15/2021	Licensing Study	Good Standing	

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A/1L	Infants and One Year Olds	1	4	C	13	C	NA	NA	Feeding
Main	B/1R	Two Year Olds and Three Year Olds	2	10	C	10	C	NA	NA	Lunch
Main	C/Mid L	One Year Olds	1	5	C	11	C	NA	NA	Nap
Main	D/Mid R	One Year Olds and Two Year Olds	1	5	C	11	C	NA	NA	Nap
Main	E//R Rear		0	0	C	21	C	NA	NA	
Main	F/R Mid	Three Year Olds and Four Year Olds	3	18	C	20	C	NA	NA	Nap
Main	G/R Front		0	0	C	26	C	NA	NA	

Total Capacity @35 sq. ft.: 112

Total Capacity @25 sq. ft.: 112

Total # Children this Date: 42

Total Capacity @35 sq. ft.: 112

Total Capacity @25 sq. ft.: 112

Building @25 capacity limited by Health Department Limitations

Building	Playground	Playground Occupancy	Playground Compliance
Main	C/Back	162	C
Main	PG B/Middle	259	C
Main	PG/A Front	82	C

### Comments

On this date, consultant followed up to previous visit and conducted an on-site monitoring visit. An admin review was completed, and a signature was obtained on the administrative review letter.

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Gwinnett County Department of Health, only if there are outbreaks/clusters of positive COVID-19 cases immediately, and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility is closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

For centers conducting transportation, please remember that the transportation training certificates must be renewed every two years for everyone participating in transportation including the director.

Provided updated staff orientation checklist.

Plan of Improvement: Developed This Date

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.decgal.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@decgal.ga.gov](mailto:qualityrated@decgal.ga.gov) for more information. Free technical assistance is available!**

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

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Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.'

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Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)

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Herline Ford, Program Official

Date

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Dianne Clarke, Consultant

Date



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**Findings Report**

**Date:** 8/2/2022    **VisitType:** Licensing Study    **Arrival:** 11:15 AM    **Departure:** 2:55 PM

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The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

**591-1-1-.08 Children's Records**

**Technical Assistance**

**Technical Assistance**

591-1-1-.08(6) Please ensure that all children are being signed in and out daily.

**Correction Deadline: 8/2/2022**

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**591-1-1-.19 License Capacity(CR)**
**Met**
**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)**
**Not Met**
**Correction Deadline: 2/17/2022**
**Corrected on 8/2/2022**

**.25(13) - The previous citation was observed to be corrected. Please ensure that hazards are not accessible at all times, even in classrooms that are not in use.**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following classrooms were in need of cleaning and repairing:

- B/1R: The vent cover in the bathroom was missing.
- C/Mid L: The vent was observe to be detached in the front of the classroom.
- D/Mid R: The bathroom vent was observed to be dusty and not functioning properly.
- E/R Rear: The bathroom vent is not functioning properly and is dusty. There was a hole in the door of the closet. The ceiling and two vents were observed to be dusty in the classroom.
- F/R Mid: The vent at the front door was in need of dusting.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 9/20/2022**
**Technical Assistance**

591-1-1-.25(8) - Please ensure that all outlets including on power strips are covered at all times.

**Correction Deadline: 8/2/2022**


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**591-1-1-.26 Playgrounds(CR)**
**Not Met**
**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that there were hazards on the following playgrounds:

- C Back playground: There was a six inch hole in the bottom of the gate leading from the PG B/Middle playground. Also, there were low hanging branches and bushes growing through the fence.
- PG B/Middle: The black material beneath the mulch was exposed under the tire swing and throughout the area with the climber.
- PG/A Front: The black material was observed to be exposed at the picnic table in the sheltered area. An unraveled hose was observed to be accessible to the left of the building. Also, there were active ant bed to the right of the playground near the cycle go round.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards. Discussed regarding ensuring that this material stays covered as it can pose a tripping hazard. The ant bed was treated during the visit.

**Correction Deadline: 9/6/2022**
**Recited on 8/2/2022**

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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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**591-1-1-.17 Hygiene(CR)** **Met**

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)** **Met**

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures** **Not Met**

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined that the fire drills were not observed to be recorded on the emergency drills form for 2022.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 8/7/2022**

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**Safety**

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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.36 Transportation(CR)** **Not Met**

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the incorrect vehicle inspection was uploaded. The center uploaded the inspection for PZV 7044 when the inspection for RJV 7192 was needed. The two vehicles observed on the day of the visit were RJV 7192 and RRI 5121.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 8/7/2022**

**Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that there was a hole in the third left and third right back seat.

**POI (Plan of Improvement)**

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

**Correction Deadline: 8/3/2022**

**Finding**

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was based on observation that the first and second right and the third left seat belts were not fully functioning.

**POI (Plan of Improvement)**

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

**Correction Deadline: 8/3/2022**

**Finding**

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that the parental authorization forms were not submitted to the consultant for the last two weeks of May 2022 in KOALA.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 8/3/2022**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that the medical emergency forms for children transported during the last two weeks of May 2022, were not submitted to the consultant in KOALA.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 8/2/2022**

**Recited on 8/2/2022**

**Finding**

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined based on a review of records that the checklist for the last two weeks of May 2022, were not submitted to the consultant in KOALA.

**POI (Plan of Improvement)**

The Center will maintain a passenger checklist as required.

**Correction Deadline: 8/3/2022**

**Sleeping & Resting Equipment**

**Finding**

591-1-1-.30(1)(b)4 requires that a light cover be available for each child's use on a cot or mat and shall be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation that eight children in the F/R Middle classroom were observed to not have blankets during naptime.

**POI (Plan of Improvement)**

The Center will ensure that a light cover is available for each child and will meet the requirements for laundering.

**Correction Deadline: 8/2/2022**

**Staff Records**

**Records Reviewed: 19**

**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 08/28/2017

Staff # 2 Met

Date of Hire: 08/03/2020

Staff # 3 Met

Date of Hire: 03/28/2022

Staff # 4 Met

Date of Hire: 08/03/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 5 Met

Date of Hire: 09/18/2017

Staff # 6 Met

Date of Hire: 12/20/2021

Staff # 7 Met

Date of Hire: 09/03/2020

Staff # 8 Met

Date of Hire: 01/04/2022

Staff # 9 Met

Date of Hire: 08/17/2021

Staff # 10 Met

Date of Hire: 01/24/2019

Staff # 11 Met



**Records Reviewed: 19**

**Records with Missing/Incomplete Components: 0**

Staff # 12 Date of Hire: 10/28/2020	Met
Staff # 13 Date of Hire: 05/14/2022	Met
Staff # 14 Date of Hire: 05/11/2022	Met
Staff # 15 Date of Hire: 11/01/2021	Met
Staff # 16 Date of Hire: 08/17/2021	Met
Staff # 17 Date of Hire: 05/11/2022	Met
Staff # 18 Date of Hire: 04/29/2019	Met
Staff # 19 Date of Hire: 07/31/2020	Met

**Staff Credentials Reviewed: 8**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met**

**Correction Deadline: 2/17/2022**

**Corrected on 8/2/2022**

**.09(1)(j) - The previous citation was observed to be corrected in that current staff has their records check determination completed. Please ensure that any individual present at the facility has their records check ported and/or completed before being present at the facility.**

**-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.**

**-Please ensure that records checks are redone if there is a six-month break in service.**

**-Please also ensure that satisfactory records checks are updated before the expiration date.**

**-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.**

**-Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.**

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**591-1-1-.14 First Aid & CPR Met**

**Comment**

Please replace/add missing/expired item(s) in first aid kit(s).

**Correction Deadline: 3/19/2022**

Corrected on 8/2/2022

.14(2) - The previous citation was observed to be corrected in that all staff eligible has completed their CPR and First Aid. Please ensure that staff completes their CPR and First Aid training within their 90 day period and that it is maintained to be current thereafter.

591-1-1-.33 Staff Training

Met

Correction Deadline: 3/19/2022

Corrected on 8/2/2022

.33(3) - The previous citation was observed to be corrected in that two of the staff were no longer employed and one has completed their Health and Safety Orientation training.

591-1-1-.31 Staff(CR)

Met

Correction Deadline: 5/17/2022

Corrected on 8/2/2022

.31(2)(b)2. - The previous citation is observed to be corrected in that the staff is no longer employed. Current lead teachers have their education credential or are within their six month period as a new hire. Please ensure that lead teachers have their education credentials or their professional learning plan of when they will complete an education credential prior to their six month enrollment period ending.

**Staffing and Supervision**

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

**Comment**

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)

Met

**Comment**

Adequate supervision observed on this date.